AUDITORIUM TECHNICAL DIRECTOR/FACILITY EVENTS MANAGER
FULL-TIME, 12 MONTHS
HIRING RANGE: $38,226 to $40,475

Application review begins Thursday, September 20, 2012. Position remains open until filled

FUNCTION:
Reports to the Director of Instructional Resources and the Chair of the Theatre Department. The Auditorium Technical Director/Facility Events Manager conceives, designs, and implements technical support for institutional and community events in Cowles Auditorium, coordinating, scheduling and overseeing operation of the facility; provides supervision and training of student employees; and may be responsible for costuming and/or teaching up to two courses as part of the assignment.

RESPONSIBILITIES AND RELATED DUTIES:
1. Function as an integral member of a cohesive team providing quality service defined by goals rather than a narrow list of duties
2. Coordinate, schedule and oversee operation of Cowles Auditorium including equipment and supply inventory and maintenance for the Main Stage and Stage II and storage space management, consistent with current safety standards
3. Attend theatre departmental and production meetings and rehearsals as required
4. Teach up to two courses per year as part of assignment, at the request and with the approval of the theatre department chair and dean of the college of arts and sciences
5. Perform substantive costuming functions if qualified, including such things as managing the costume shop, producing costumes for productions, and implementing a new digital costume inventory management system
6. Conceive, design, and produce scenic, lighting and sound elements in support of non-theatre-department auditorium and campus events
7. Provide and coordinate tech support for Senior Projects, Festival of Short Plays, and Broadway Unbound as needed in collaboration with design faculty
8. Provide consultation to campus community in research, planning, development and implementation of campus and community events
9. Work closely with Conferences and Special Events to schedule and coordinate use of the auditorium
10. Manage auditorium budget, consistent with university policies and procedures
11. Work closely with and oversee the work of the student employees to meet the goal of quality service and efficient operations
12. Hire, train and supervise student assistants
13. Other related duties as assigned

QUALIFICATIONS, SKILLS AND ABILITIES:
• Master’s degree and two years of technical production related experience; relevant experience may be considered in lieu of the degree
• Demonstrated experience in creative design skills
• Previous supervisory experience desirable
• Ability to provide creative and unified production values to campus events
• Strong working knowledge of design and construction materials, scenic shop tool operation, sound reinforcement equipment and repair, and theatrical lighting equipment and repair; experience in costume operations desirable
• Demonstrated effectiveness and interest, ability, and willingness to teach at the college-level desired; assignment will depend on qualifications
• Ability to maintain all technical aspects of a small theatre program, including a 1200 seat auditorium and a 100 seat black box theatre
• Proficiency in scenic construction and sound reinforcement required
• Ability to work with minimal supervision
• Interest in and ability to achieve consensus
• Demonstrated strong organizational and communication skills, ability to multi-task and work harmoniously with other university program and organizations
• Ability to sustain and monitor appropriate relationship with community users assuring good public relations and business relationships
• Ability to function effectively and work collaboratively as a colleague with university administrators, staff, faculty and students
• Willingness and availability to work weekends and evenings
• Physical ability to perform all of the duties of the position, including the ability to bend, stoop, lift and work in tight, cramped spaces; climb ladders and scaffolds, and use a personal lift; lift up to 50 pounds, and push/pull up to 100 pounds
• A valid driver’s license and the ability to drive university or rental trucks not to exceed 25” in length
• A personal commitment to the Christian faith and to the integration of faith and learning
• The ability and desire to establish a positive relationship with persons regardless of race, gender, physical limitation, or religious belief
• An active commitment to equal opportunity for all persons
• A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian Church (USA).
• Background check required

APPLICATION PROCESS:
The following documents are required to complete the online application form*:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith

For more information on this position please contact Ken Pecka, Director Instructional Resources
kpecka@whitworth.edu

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.